STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS HIGHWAY MAINTENANCE LEADWORKER	07/MAINTENANCE SOUTH REGION	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS HIGHWAY MAINTENANCE LEADWORKER	6285	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent operates light vehicles and equipment requiring a Class B driver's license, with a tank vehicle endorsement. Incumbent will be assigned to a unit and may work individually or with a crew performing tasks related to highway maintenance work. The employee is primarily responsible for working on the road crew, operating a variety of Category 2 equipment such as four-wheeled drive vehicles, trucks including 4 cubic yards or smaller, loaders, mowing machines, chippers, self propelled rollers, and forklifts. The job duties could include operating the loaders and other equipment to remove debris, repair washouts and slides. Employee will be responsible for replacing roadways, guardrails and fences, cleaning and repairing drainage facilities marking lane closures respond an assist with hazardous spill clean up.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	On large projects works with and directs crew members usually performing physical labor, including but not limited to handwork like sweeping, shoveling, and raking asphalt. Picks up roadside litter, dead animals, hauls garbage, and performs other unskilled laboring tasks by using such tools as a pick, shovel, broom, pitchfork and hoe. Removes brush and undergrowth from highway rights of ways by use of an axe, pruning shears, handsaw and or chain saw, weed eaters, shovel, hoe and bush chipper.
35%	E	Operates light vehicles and equipment identified as Category 2 such as chippers, loaders, and mowing machines used by the assigned unit requiring a Class B driver license. Make minor adjustments and emergency repairs to equipment and services, fuses, filters, window wipers, steam clean light bulbs and tire changes.
15%	E	Works traffic control, set and pick up lane closures, traffic cones, flares, and advance work signs: acts as flag person. Operates the pilot car, back up truck, and lane closure truck, operates a two way radio.
10%	M	Complete simple written records, such as crew daily work records, accident reports, mileage, assist with inventory records.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Employee will receive supervision from a Caltrans Maintenance Supervisor in charge of the assigned unit. Act in their absence, as Caltrans Maintenance Supervisor. There are times when incumbent may work for other Supervisors and/or work units, as workload requires. Will conduct some training for other crew members.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of materials, methods, equipment and tools used in highway maintenance and construction; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices. Ability to work effectively alone or with others. Ability work safely around high density traffic. Must be able to analyze various work

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in failure to properly service, maintain equipment, cause excessive repair cost, loss of equipment and negatively impact work production. Negligence could cause physical harm to the operator, crew members, general public an expose the state to liability claims. Error may expose co-workers and /or the public to

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possible injury or loss of life.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same an other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Contact may be with hostile public, an employees is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Incumbent must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor. Standing, walking, lifting, pushing, twisting, climbing, bending, flagging, paving, and liter pick up.

Hearing and sight are essential on the job because the operator must hear directions, equipment, and see in order to perform their duty safely.

WORK ENVIRONMENT

Required to work in a wide range of sometimes extreme conditions, including heat up to 100 degrees plus, cold , strong winds and rain. May be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime with proper advance notice as per the Memorandum of Understanding.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE